

# City Transition Committee Briefing



**JANUARY 18, 2017**

# Finance Department



**HAKEEM OSHIKOYA**  
**FINANCE DIRECTOR**

# What Services Does Finance Department Provide?



- **Accounts Payable:**
  - processing of invoices for payments
  - Checks printed twice a week
  - 4380 invoices processed in 2016
  - Funded directly in South Fulton's budget for share of the cost
- **Budget Operation:**
  - preparation and management of the budget
  - Annual fiscal year from January through December
  - Operating with a new budget ordinance
  - Funded indirectly in South Fulton's budget for share of the cost
- **Payroll/Benefits:**
  - processing of payroll checks for all employees biweekly, estimated 9500 checks/direct deposit transactions for SF in 2016
  - administration of benefits for retirees/active employees
  - Administration of defined compensation plan for active employees
  - Open enrollment for health insurance options each year
  - Funded indirectly in South Fulton's budget for share of the cost

# What Services Does Finance Department Provide?

## Cont'd.



- Pension:
  - Administration of defined benefits plan for retirees/active employees.
- Risk Management:
  - Administration of County self-funded insurance program on general liability; workers compensation; and automobile liability
  - SF 2016 premiums-General liability \$1,149,263; Unemployment \$134,330; Workers Compensation \$412,032
  - No administrative charges
- Treasury (Business License):
  - 2,251 licenses issued in 2016
  - Billings and Collections through private company RDS
  - Company also handles hotel/motel taxes
  - Alcoholic beverage excise taxes
  - Performs on-site auditing of taxpayers for compliance
  - Payment not to exceed \$108,000, amount paid in 2016 \$63,242
  - Funded directly in South Fulton's budget
- Grants Administration:
  - Administers grants for South Fulton
  - No administrative charges
- Water & Sewer:
  - providing sewer services for South Fulton area.
  - Number of customers – estimated to be about 25,000
  - Funded directly from consumption bills

# Human Resources Department



**KENNETH L. HERMON, JR. SHRM-SCP, IPMA-SCP**  
**CHIEF HUMAN RESOURCES OFFICER**

# What Services Does HR Department Provide?



## HR Administration:

- ❖ *Sets the strategic direction of all Human Resources management in collaboration with the Board of Commissioners, Personnel Board, County Manager, Unions and Employee Associations on various county-wide HR initiatives*
- ❖ *Supports the Personnel Board and Grievance Review Committee in addressing employee appeal hearings - heard a combined 128 appeals*
- ❖ *Responds to open records requests and production of document requests; Employee Fitness for Duty determination*

## HR Operation:

- ❖ *Handles the full life cycle of recruiting, selection and placement, on-boarding, classification and compensation, and employee and labor relations*
- ❖ *This program provides efficient human resources management services to departments so they can focus on their core business of providing efficient and effective services to county residents*

## Employee Development:

- ❖ *Manage the county-wide employee development program*
- ❖ *Offering over 40 internal courses and develop specialized/ custom programs based upon departmental requests to ensure that the County has a well-trained workforce*
- ❖ *Offers free access to e-campus*

# What Services Does HR Department Provide?



## HR Policy Administration:

- ❖ *Creates, revises and interprets HR policies, procedure, rules and regulations for County department heads and employees*
- ❖ *Provides administrative support to the Personnel Board, and consultation and advice to departments*

## HR Performance Management:

- ❖ *Responsible for attracting, retaining, and holding employees accountable by way of a new pay for performance system. The goal is to increase operational efficiency, reduced turnover and management costs, and increase employee engagement and recognition.*

## HR Records Administration:

- ❖ *Maintains all official personnel and medical files for all employees*
- ❖ *Process and update all personnel transactions in the Payroll System*
- ❖ *Work with Finance to certify the accuracy of payroll for all employees*
- ❖ *Maintains County's automated timekeeping system (Kronos)*
- ❖ *Conducts employment verifications*
- ❖ *Ensures I-9 compliance*
- ❖ *Manages County's Family Medical Leave Act (FMLA) Program*

# Questions





# Information Technology Department



**SALLIE WRIGHT – CHIEF INFORMATION  
OFFICER**

# Technology Divisions



- Departmental Relations
- Enterprise Applications
- Technology Operations
- Strategy and Security
- IT Management

# Graphical Information Systems (GIS)



- GIS Maps and Data Layers (Political Boundaries)
  - Creation
  - Maintenance
  - Distribution
- Planning and Community Development
  - Maintenance of zoning
  - Land use
  - Address assignments

# Enterprise Applications



- **Public Safety**
  - Firehouse
- **Planning**
  - Permits Plus
  - Selection - IVR

# Fulton County Governing IT Executives



- Purpose: To create a forum where we can share insight into technology issues and opportunities and enables collaboration on technological innovation, policies, best practices, and governance.

All Municipalities Invited to Participate  
Meet Quarterly

# Questions

